

~~SECRET~~

~~CONFIDENTIAL~~

C O P Y

Chief, Finance Division

14 November 1956

Acting Deputy Chief, Travel Section

Travel Activity Report

1. Listed below is the weekly activity report of the Travel Section for the period 7 November 1956 - 13 November 1956:

	FOREIGN	DOMESTIC	TOTAL
Vouchers on hand COB 6 November 1956	80	241	321
Received during period	134	367	501
Totals for Processing	214	608	822
Processed	139	318	457
Vouchers on hand COB 13 November 1956	75	290	365

2. The Travel Section has on hand 38 vouchers received prior 30 October 1956. (None before 2 October 1956)

3. The Travel Section has forwarded to various carriers 17 Requests for Refund of unused transportation and processed payment from carriers for 12 Requests previously furnished.

4. The Travel Section processed 64 clearances during the above period.

5. The Travel Section prepared and sent to the field 35 dispatches.

6. The Travel Section has assigned to it 11 individuals and during the above period a total of 418 man hours were worked.

25X1A9A

CONCUR:


Chief, Travel Section 25X1A9A

JOB NO. _____ BOX NO. _____ FILE NO. 1 DOC. NO. 8 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C REF. INST. 22
NEXT REV DATE 10 REV DATE 12/6/60 REVIEWER 699 TYPE DOC. 02
NO. PGS 1 CREATION DATE 1080 COMP 38 OPI 30 CNG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

C O P Y

~~CONFIDENTIAL~~

~~SECRET~~